

Employment Information and Benefits

HOW TO APPLY:

- All applicants for City positions must submit a City of Mesquite Employment Application form and any required supplemental questionnaires or materials in order to be considered in the recruitment process.
- Included within the application packet is the Equal Employment Opportunity Questionnaire. This form provides us with information, which is necessary to evaluate our hiring practices as required by Federal Law. This form is strictly confidential and is filed and tracked separately from your application. The information contained will not be used to make any decisions regarding your employment.
- A separate application must be filed for each job classification. Please give the complete and exact job title as it appears on the announcement; answer all questions and furnish all information requested on the official job application. Applications must be thoroughly completed and signed in ink. All information on the application and attachments are subject to investigation and verification. Information may be obtained between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, from the City of Mesquite Personnel Department, 10 E. Mesquite Blvd., Mesquite, NV 89027. Telephone: 1(702) 346-5295.
- Applications are available at the City of Mesquite Personnel Department or on our web-site at www.mesquitenv.com
- An official City of Mesquite application form must be received by the City of Mesquite, Personnel Department, by the final filing date. Late applications will not be accepted. Your application must be signed and dated. If a supplemental questionnaire is required as part of the application packet, you must complete and submit it with your application for consideration in the recruitment process.
- At the present time, the City of Mesquite does not FAX or accept electronic sent applications.
- The City does not accept resumes in lieu of an original City application; however you may submit a resume along with a completed City application.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Mesquite is an Equal Employment Opportunity employer and does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, age, medical condition, sex, pregnancy, or other unlawful discrimination. All personnel actions and selection techniques are based upon job-related qualifications and successful job performance. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, and discipline.

DISABILITY ACCOMMODATIONS: The City of Mesquite provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring any accommodation in order to participate in the selection process must notify personnel at least 24 hours prior to that phase of the process for which you are requesting an accommodation.

Selection Procedure:

After the deadlines all materials submitted by the applicants will be reviewed. Based on the information provided, the most highly qualified candidates will be invited for further examination. Each recruitment's selection process consists of various "tests" designed to assist us in predicting your successful job performance for the specific position being recruited; therefore, each selection process may be different depending on the type of job for which you are applying. The City reserves the right to test an applicant in any manner to determine eligibility. Usually, our testing process will consist of one or more of the following:

- Written Test
- Practical / Performance or Physical Agility Examination
- Assessment Center
- Oral Board Interview

Applicants are responsible for any personal expenses incurred during the selection and hiring process unless otherwise approved by the City Manager.

FOLLOWING THE SELECTION PROCESS, Personnel will notify you, in writing, of the results of the recruitment. If you are successful in passing the selection process, your name will be placed on an eligibility list for the current position opening.

Hiring Procedures:

Employment eligibility lists are established by ranking candidates according to

their overall score by examination (written an/or oral). The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request names from the employment list, and will make a selection from the list. Depending on the number of candidates who were successful in being placed on the **eligibility list**, the hiring department which is attempting to fill the vacant position may elect to **second interview** some or all of the candidates who are on the eligibility list prior to making a final decision to hire. The hiring department head may contact the selected candidate by telephone to determine whether he/she is still willing to accept employment, but the job offer can only be made in writing, and that official written offer of employment shall be made by the Personnel Department. Lists remain in effect for a period to be determined by the Personnel Director.

REFERENCE CHECKS will be conducted by the City to verify employment related information for all potential employees prior to extending a job offer. This is done to ensure that individuals who join the City workforce are well qualified and have a strong potential to be successful in their employment here at the City of Mesquite. The extent of the inquiry will depend on the position being applied for, but will at least include:

- Verification/Reference from current and past employers.
- Fingerprint and Department of Justice criminal background check.
- Confirmation of necessary licenses, certificates, and degrees. **Please have all necessary documentation ready.**

Additional inquiries may be necessary depending on the position for which you are applying.

Medical Requirements:

Some positions require a medical examination must be completed satisfactorily after an offer of employment and before a starting date to ensure that essential functions of a position can be performed; some positions may also require psychological testing.

SUBSTANCE USE TESTING: The City of Mesquite promotes a drug-free workplace. All offers of employment will be contingent upon successful completion of a drug and alcohol screening.

Evidence of Identity and Employment Eligibility:

In compliance with the Immigration Reform Act, the City requires all new employees, upon hire, to present original documents that will provide evidence of identity and employment eligibility; i.e. social security card and valid driver's license. United States Citizenship is not required.

Probationary Period:

Employees serve a probationary period ranging from six months to one year, depending upon the classification of the position. An employee may be terminated without cause and recourse during the probationary period.

Employee Compensation and Benefits:

SALARY - The starting salary is generally the first rate shown on the job announcement.

The following benefits apply to full-time regular employees:

- HOLIDAY - 12 paid holidays per year.
- VACATION - 10 days paid vacation annually, increasing with length of service. (May vary, depending upon the appropriate labor agreement.)
- SICK LEAVE - 13 days per year. (May vary, depending upon the appropriate labor agreement.)
- ADMINISTRATIVE LEAVE - Management positions are eligible to receive up to 80 hours per fiscal year.
- INSURANCE - Premiums paid by the City for medical, dental and vision. The City pays for Workers Compensation, short-term / long-term disability, and life insurance coverage. Some employees pay for SDI.
- RETIREMENT - Full-time employees are not under the Social Security System. Employees are covered by the Nevada Public Employees Retirement System. City pays employees cost. Membership is mandatory.

Additional Information:

- DEFERRED COMPENSATION PLANS - Available for interested employees.
- AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which will be asked voluntarily to join a union and pay dues.
- MEDICARE - Employees hired after April 1, 1986 are required to contribute 1.45% of salary.